

BID SHEET
CITY OF AUSTIN
Automatic Door Maintenance, Repair, Replacement, and Inspections

SOLICITATION NO.: IFB 5000 JOG1022

BUYER: Jo Gutierrez

Special Instructions: Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of the quote.

SECTION 1 - SPECIFIED ITEMS (MOST FREQUENTLY USED ITEMS)

The estimate shall not include a separate charge for administrative, overhead, per diem, insurance, and transportation (i.e. travel time, mileage, and fuel) costs. These expenses shall be included in the hourly rates and shall not be paid separately.

A bid of '0' (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item. A bid of 'no bid' will be interpreted by the City that the proposer does not wish to bid on that item.

The quantities listed are annual estimates and not a guarantee of actual volume. The City reserves the right to purchase more or less of these quantities as may be required during the Contract Term. Quantities will be as needed and specified by the City for each order. The City may award the contract for any item or group of items on the solicitation, or any combination deemed most advantageous to the City.

ITEM NO.	LABOR	ESTIMATED ANNUAL QUANTITY	HOURLY RATE	EXTENDED PRICE
1	Labor rate per hour for Regular Hours, 6:00 a.m. - 5:00 p.m., CST Monday through Fridays	8,879	\$ 89.00	\$ 790,231.00
2	Labor rate per hour for Non-Regular Hours, 5:01 p.m. - 5:59 a.m. Monday through Fridays, all day Saturday and Sunday, and City of Austin Holidays (shall not exceed 150% or 'time and a half' of Regular Hours)	3,788	\$ 125.00	\$ 473,500.00
3	Inspection Services	6,301	\$ 49.00	\$ 308,749.00
TOTAL EXTENDED PRICE - SECTION 1				\$ 1,572,480.00

SECTION 2 - ROUTINE AND PREVENTIVE MAINTENANCE

Proposer must be able to establish and provide routine and preventive maintenance to automatic doors and components. The prices for these routine and preventive maintenance shall include all labor, transportation, and material costs (lubrication, cleaning, towels, etc.). If additional repair services are needed, those repairs shall be invoiced separately using Section 1 and Section 3 pricing.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL VISIT QUANTITY	PRICE PER VISIT (EACH)	EXTENDED PRICE
4	Flat fee for Routine and Preventative Maintenance Services	2,821	\$60.00	\$169,260.00

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SECTION 3 - REPAIR PARTS AND MATERIALS

Proposer must be able to provide automatic doors and associated components to complete the repairs. The prices for these items shall be based on manufacture price lists minus a discount off list price as indicated below.

The percentage discounts shall be **fixed throughout the term of the Contract** including any subsequent renewal periods, and are not subject to increase.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL AMOUNT	DISCOUNT OFF PRICE LIST (PERCENTAGE)	EXTENDED PRICE
5	Discount off Price List for all Door Materials and Associated Components	\$358,500.00	15.00%	\$304,725.00
TOTAL EXTENDED PRICE FOR SECTIONS 1 THRU 3				\$2,046,465.00

SECTION 4 - NON-SPECIFIED ITEMS (For Informational Purposes Only)

Proposer shall be able to provide other items and services that are not listed above. The prices for these Non-Specified Items shall be based on the Price List(s) and percentage discount(s) or markup(s) as indicated below.

The percentage discount(s) or markup(s) shall be fixed throughout the term of the Contract including any subsequent renewal periods, and are not subject to increase.

Proposer shall provide the manufacturer(s) name and number of the identified price list(s), the latest effective date of the identified price list(s), and either the percentage discount(s) or markup(s) to the identified price list(s).

ITEM NO.	NAME AND NUMBER OF PRICE LIST	LATEST EFFECTIVE DATE OF PRICE LIST	DISCOUNT FROM OR MARKUP TO PRICE LIST
6	Rental Equipment		35 _____ % Discount or _____ % Markup
7	Name _____ Number _____	_____	_____ % Discount or _____ % Markup
8	Name _____ Number _____	_____	_____ % Discount or _____ % Markup

Company Name: Door Control Services, a DH Pace Company

Company Email: service@doorcontrolservices.com

By signing below, I represent and certify that I am submitting a binding Offer and am authorized to bind the Offeror to fully comply with the Solicitation to which I submit this Offer. I acknowledge that I have received, read, and understood the entire solicitation document packet sections, including any addenda issued, and agree to be bound by its terms. I understand and agree that Offers submitted with incomplete and/or unsigned Offer Sheets will not be considered and will be rejected as non-responsive.

By submitting this Offer, I certify the following statements are true now and will be for the term of any resulting contract:

1. That my firm and its principals (collectively “we” or “us”) are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.
2. That we have not in any way directly or indirectly:
 - a. Colluded, conspired, or agreed with any other person, firm, corporation, Proposer or potential Proposer to the amount of this Proposal or the terms or conditions of this Proposal.
 - b. paid or agreed to pay any other person, firm, corporation Proposer or potential Proposer any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Proposal or the Proposal of any other Proposer.
3. That we have not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, we have not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Proposers, so as to have an unfair advantage over other Proposers, provided that we may have provided relevant product or process information to a consultant in the normal course of its business.
4. That we have not participated in the evaluation of Proposals or other decision making process for this Solicitation and, if we are awarded a Contract, no individual, agent, representative, consultant, subcontractor, or sub-consultant associated with us, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that we may have provided relevant product or process information to a consultant in the normal course of its business.
5. In accordance with Chapter 176 of the Texas Local Government Code, that we:
 - a. do not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income
 - b. have not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$100 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that City is considering doing business with the Offeror; and
 - c. do not have a family relationship with a local government officer of the City in the third degree of consanguinity or the second degree of affinity.

6. That we have and will continue to comply with the City's Anti-Lobbying Ordinance, Chapter 2-7, Article 6.

No Lobbying Period. The No-Lobbying Period begins on the date this Solicitation was initially published and continues through the earlier of (i) 60-days following Council authorization of any contracts resulting from this Solicitation, (ii) the date the last resulting contract is signed, (iii) the date this Solicitation is cancelled.

Prohibited Communications. During the No Lobbying Period, Respondents to this Solicitation or their Agents, shall not make prohibited communications to City officials or City employees.

Ordinance. https://www.austintexas.gov/financeonline/afo_content.cfm?s=15&p=145

Rules. https://www.austintexas.gov/financeonline/afo_content.cfm?s=16&p=77

7. Pursuant to City Council Resolution No. 20191114-056, we are not currently and will not during the term of the Contract engage in practicing LGBTQ+ conversion therapy; referring persons to a healthcare provider or other person or organization for LGBTQ+ conversion therapy; or Contracting with another entity to conduct LGBTQ+ conversion therapy. If the City determines in its sole discretion that we have, during the term of the resulting Contract, engaged in any such practices, the City may terminate this Contract without penalty to the City.

8. Pursuant to Texas Government Code §2271.002, we verify that we do not boycott Israel and will not boycott Israel during the term of the resulting contract.

9. Pursuant to Texas Government Code Chapter 2274, we verify that if we have remote or direct access to communication infrastructure systems, cybersecurity systems, the electric grid, hazardous waste treatment systems, or water treatment facilities as a result of any City contract, that we are not owned by or the majority of stock or other ownership interest of our firm is not held or controlled by:

- a. individuals who are citizens of China, Iran, North Korea, Russia, or a Governor-designated country; or
- b. a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a Governor-designated country; or
- c. headquartered in China, Iran, North Korea, Russia, or a Governor-designated country.

10. Pursuant to Texas Government Code Chapter 2274, we verify that, if we have 10 or more full-time employees: (1) we do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the resulting contract against a firearm entity or firearm trade association.

11. Pursuant to Texas Government Code Chapter 2274, we certify that, if we have 10 or more full-time employees: (1) we do not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

Company Name: Door Control Services, a DH Pace Company

Company Address: Airport Commerce 1, 1340 Airport Commerce Dr, Ste 124

City, State, Zip: Austin TX 78741

City Vendor Registration No. V00000973658

Printed Name of Officer or Authorized Representative: Shawn Koval

Title: Executive Vice President

Signature of Officer or Authorized Representative: *Shawn M. Koval*

Date: 11/2/2021

Email Address: Shawn.Koval@dhpac.com

Phone Number: 816-221-0543

ACCEPTANCE BY THE CITY

For City Staff only. The City will complete and sign this section only if the City accepts the Offer.

Contract Number: _____

Printed Name of City's Authorized Procurement Staff: _____

Title of City's Authorized Procurement Staff: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

ACCEPTANCE: The Offer is hereby accepted. Contractor is now bound to sell the materials or services specified in the Contract.

NONRESIDENT BIDDER PROVISIONS

Instruction. Offerors shall read and checking the applicable boxes in response to both certifications below.

☒ **YES** ☐ **NO** **OFFEROR HEREBY CERTIFIES**

(Check One) Offeror **IS (YES)** or **IS NOT (NO)** a Nonresident Bidder in accordance with Texas Government Code Ch. 2252.002.

If "Yes" is checked, provide the name of the state where
Nonresident Bidder's Principle Place of Business is located.

Kansas

(State)

☐ **YES** ☒ **NO** **OFFEROR HEREBY CERTIFIES**

(Check One) Offer **INCLUDES (YES)** or **DOES NOT INCLUDE (NO)** Equipment, Supplies and/or Materials in accordance with Texas Government Code Ch. 2252.002

If "YES" is checked, provide the name of the State where majority
of the Equipment, Supplies and/or Materials were manufactured

Click or tap here to enter text.

(State)

Reciprocal Preference. In accordance with Texas Government Code Ch. 2252.002 (see below), the City must apply a reciprocal preference to a Nonresident Bidder's offer, consistent with the applicable preference granted by the state of the Nonresident Bidder's principal place of business. The City will also apply a reciprocal preference to a Resident Bidder or Nonresident Bidder's offer, consistent with the applicable preference granted by the state where the majority of the equipment, supplies and/or materials were manufactured.

Resident bidder. An Offeror whose principal place of business is in Texas, including a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Nonresident Bidder. An Offeror that is not a Resident Bidder.

Statute: <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2252.htm>

LOCAL PRESENCE CERTIFICATION - OPTIONAL

Instruction. Offerors wishing to claim Local Presence shall read and acknowledge this certification by checking the applicable box and providing the physical address below.

OFFEROR HEREBY CERTIFIES

Offeror's **HEADQUARTERS** or a **BRANCH OFFICE** is within the Austin Corporate City Limits.

<input type="checkbox"/> HEADQUARTERS	Airport Commerce 1, 1340 Airport Commerce Dr, Ste 124, Austin TX
<input checked="" type="checkbox"/> BRANCH OFFICE	78741

(Check One)

(Physical Address of Offeror's Headquarters or Branch Office)

Do you employ anyone at the location checked above who is a resident of the City of Austin?

☒ **Yes**

☐ **No**

(Check One)

Benefit to the City. In accordance with Resolution No. 20140807-113, Council has determined that contracts awarded to local companies that provide employment to Austin residents are an economic benefit.

Local Presence. Offerors may claim Local Presence if at least one (1) of the following are located within the Austin Corporate City Limits, employing residents of Austin.

1. Headquarters; or
2. Branch office.

Austin Corporate City Limits. The City of Austin's Full Purpose Jurisdiction, not including the City's Extraterritorial Jurisdiction.

Headquarters. The Offeror's administrative center where most of the company's important functions and full responsibility for managing and coordinating the business activities of the firm are located.

Branch Office. A company office other than the Offeror's headquarters, that has been in place for at least five (5) years.

LIVING WAGE – CONTRACTOR CERTIFICATION

(Please duplicate as needed)

Pursuant to the City's Living Wages Program, Rule R161-17.14 (reference item 4.8, Solicitation Instructions) the Contractor is required to pay to all employees of the Prime Contractor and all tiers of subcontractors directly assigned to this City contract a minimum Living Wage equal to or greater than \$15.00 per hour.

- (1) The below listed individuals are all known employees of the Prime Contractor and its subcontractors who are directly assigned to this contract, and all are compensated at wage rates equal to or greater than \$15.00 per hour: **All employees at Austin Office are compensated above \$15.00/hr**

Employee Name	Employer	Prime or Sub	Your Normal Rate	Employee Job Title

- (2) All future employees of both the Prime Contractor and all tiers of subcontractors directly assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$15.00 per hour.
- (3) Our firm will not retaliate against any employee of either the Prime Contractor or any tier of subcontractors claiming non-compliance with the Living Wage provision.

A Prime Contractor or subcontractor that violates this Living Wage provision shall pay each of its affected employees the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision by either the Prime Contractor or any tier of subcontractor, or fraudulent statements made on this certification, may result in termination of this Contract for Cause, subject the violating firm to possible suspension or debarment, or result in legal action.

I hereby certify that all the listed employees of both the Prime Contractor and all tiers of subcontractors who are directly assigned to this contract are paid a minimum Living Wage equal to or greater than \$15.00 per hour.

Contractor's Name: Door Control Services, a DH Pace Company

Signature of Officer
or Authorized
Representative:

Shawn M. Koval

Date: 11/2/2021

Printed Name:

Shawn Koval

Title

Executive Vice President

SUBCONTRACTING UTILIZATION FORM

In accordance with the City of Austin's Minority and Women-Owned Business Enterprises (M/WBE) Procurement Program (Program), Chapters 2-9A/B/C/D of the City Code and M/WBE Procurement Program Rules, this Solicitation was reviewed by the Small and Minority Business Resources Department (SMBR) to determine if M/WBE Subcontractor/Sub-Consultant ("Subcontractor") Goals could be applied. Due to insufficient subcontracting/subconsultant opportunities and/or insufficient availability of M/WBE certified firms, SMBR has assigned no subcontracting goals for this Solicitation. However, Offerors who choose to use Subcontractors must comply with the City's M/WBE Procurement Program as described below. Additionally, if the Contractor seeks to add Subcontractors after the Contract is awarded, the Program requirements shall apply to any Contract(s) resulting from this Solicitation.

Instructions:

- a.) Offerors who do not intend to use Subcontractors shall check the "NO" box and follow the corresponding instructions.
- b.) Offerors who intend to use Subcontractors shall check the applicable "YES" box and follow the instructions. Offers that do not include the following required documents shall be deemed non-compliant or nonresponsive as applicable, and the Offeror's submission may not be considered for award.

☒ **NO, I DO NOT intend to use Subcontractors/Sub-consultants.**

Instructions: Offerors that do not intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form) and include it with their sealed Offer.

☐ **YES, I DO intend to use Subcontractors /Sub-consultants.**

Instructions: Offerors that do intend to use Subcontractors shall complete and sign this form below (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Form), and follow the additional Instructions in the (Subcontracting/Sub-Consulting ("Subcontractor") Utilization Plan). Contact SMBR if there are any questions about submitting these forms.

Offeror Information			
Company Name	Door Control Service, a DH Pace Company		
City Vendor ID Code			
Physical Address	Airport Commerce 1, 1340 Airport Commerce Dr, St 124		
City, State Zip	Austin, TX, 78741		
Phone Number	888-833-7857	Email Address	service@doorcontrolservices.com
Is the Offeror City of Austin M/WBE certified?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Indicate one: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture		
Offeror Certification: I understand that even though SMBR did not assign subcontract goals to this Solicitation, I will comply with the City's M/WBE Procurement Program if I intend to include Subcontractors in my Offer. I further agree that this completed Subcontracting/Sub-Consulting Utilization Form , and if applicable my completed Subcontracting/Sub-Consulting Utilization Plan , shall become a part of any Contract I may be awarded as the result of this Solicitation. Further, if I am awarded a Contract and I am not using Subcontractor(s) but later intend to add			

Subcontractor(s), before the Subcontractor(s) is hired or begins work, I will comply with the City's M/WBE Procurement Program and submit the **Request For Change** form to add any Subcontractor(s) to the Project Manager or the Contract Manager for prior authorization by the City and perform Good Faith Efforts (GFE), if applicable. I understand that, if a Subcontractor is not listed in my **Subcontracting/Sub-Consulting Utilization Plan**, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my **Request for Change** form. I understand that, if a Subcontractor is not listed in my **Subcontracting/Sub-Consulting Utilization Plan**, it is a violation of the City's M/WBE Procurement Program for me to hire the Subcontractor or allow the Subcontractor to begin work, unless I first obtain City approval of my **Request for Change** form.

Name and Title of Authorized Representative (Print or Type)

Signature/Date

SUBCONTRACTING UTILIZATION PLAN

INSTRUCTIONS: Offerors who DO intend to use Subcontractors must either utilize M/WBE Subcontractor(s) or perform Good Faith efforts when retaining Non-certified Subcontractor(s). Offerors must determine which type of Subcontractor(s) they are anticipating to use (CERTIFIED OR NON-CERTIFIED), check the box of their applicable decision, and comply with the additional instructions associated with that particular selection.

☐ I intend to use City of Austin CERTIFIED M/WBE Subcontractor/Sub-consultant(s).

Instructions: Offerors may use Subcontractor(s) that ARE City of Austin certified M/WBE firms. Offerors shall contact SMBR (512-974-7600 or SMBRComplianceDocuments@austintexas.gov) to confirm if the Offeror's intended Subcontractor(s) are City of Austin certified M/WBE and if these firm(s) are certified to provide the goods and services the Offeror intends to subcontract. If the Offeror's Subcontractor(s) are current valid certified City of Austin M/WBE firms, the Offeror shall insert the name(s) of their Subcontractor(s) into the table below and must include the following documents in their sealed Offer:

- Subcontracting/Sub-Consulting Utilization Form (completed and signed)
- Subcontracting/Sub-Consulting Utilization Plan (completed)

☐ I intend to use NON-CERTIFIED Subcontractor/Sub-Consultant(s) after performing Good Faith Efforts.

Instructions: Offerors may use Subcontractors that ARE NOT City of Austin certified M/WBE firms ONLY after Offerors have first demonstrated Good Faith Efforts to provide subcontracting opportunities to City of Austin M/WBE firms.

STEP ONE: Contact SMBR for an availability list for the scope(s) of work you wish to subcontract;

STEP TWO: Perform Good Faith Efforts (Check List provided below);

STEP THREE: Offerors shall insert the name(s) of their certified or non-certified Subcontractor(s) into the table below and must include the following documents in their sealed Offer:

- Subcontracting/Sub-Consulting Utilization Form (completed and signed)
- Subcontracting/Sub-Consulting Utilization Plan (completed)
- All required documentation demonstrating the Offeror's performance of Good Faith Efforts (see Check List below)

GOOD FAITH EFFORTS CHECK LIST –

When using NON-CERTIFIED Subcontractor/Sub-consultants(s), **ALL of the following CHECK BOXES MUST be completed in order to meet and comply with the Good Faith Effort requirements and all documentation must be included in your sealed Offer. Documentation CANNOT be added or changed after submission of the bid.**

☐ **Contact SMBR.** Offerors shall contact SMBR (512-974-7600 or SMBRComplianceDocuments@austintexas.gov) to obtain a list of City of Austin certified M/WBE firms that are certified to provide the goods and services the Offeror intends to subcontract out. (Availability List). Offerors shall document their contact(s) with SMBR in the "SMBR Contact Information" table on the following page.

☐ **Contact M/WBE firms.** Offerors shall contact all of the M/WBE firms on the Availability List with a Significant Local Business Presence which is the Austin Metropolitan Statistical Area, to provide information on the proposed goods and services proposed to be subcontracted and give the Subcontractor the opportunity to respond on their interest to bid on the proposed scope of work. When making the contacts, Offerors shall use at least two (2) of the following

communication methods: email, fax, US mail or phone. Offerors shall give the contacted M/WBE firms at least seven days to respond with their interest. Offerors shall document all evidence of their contact(s) including: emails, fax confirmations, proof of mail delivery, and/or phone logs. These documents shall show the date(s) of contact, company contacted, phone number, and contact person.

☐ **Follow up with responding M/WBE firms.** Offeror shall follow up with all M/WBE firms that respond to the Offeror's request. Offerors shall provide written evidence of their contact(s): emails, fax confirmations, proof of mail delivery, and/or phone logs. These documents shall show the date(s) of contact, company contacted, phone number, and contact person.

☐ **Advertise.** Offerors shall place an advertisement of the subcontracting opportunity in a local publication (i.e. newspaper, minority or women organizations, or electronic/social media). Offerors shall include a copy of their advertisement, including the name of the local publication and the date the advertisement was published.

☐ **Use a Community Organization.** Offerors shall solicit the services of a community organization(s); minority persons/women contractors'/trade group(s); local, state, and federal minority persons/women business assistance office(s); and other organizations to help solicit M/WBE firms. Offerors shall provide written evidence of their Proof of contact(s) include: emails, fax confirmations, proof of mail delivery, and/or phone logs. These documents shall show the date(s) of contact, organization contacted, phone number, email address and contact person.

(Offerors may duplicate this page to add additional Subcontractors as needed)

Subcontractor/Sub-consultant	
City of Austin Certified	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Company Name	
Vendor ID Code	
Contact Person	Phone Number:
Additional Contact Info	Fax Number: E-mail:
Amount of Subcontract	\$
List commodity codes & description of services	
Justification for not utilizing a certified MBE/WBE	

Subcontractor/Sub-consultant	
City of Austin Certified	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Company Name	
Vendor ID Code	
Contact Person	Phone Number:
Additional Contact Info	Fax Number: E-mail:
Amount of Subcontract	\$
List commodity codes & description of services	
Justification for not utilizing a certified MBE/WBE	

SMBR Contact Information			
SMBR Contact Name	Contact Date	Means of Contact	Reason for Contact
		<input type="checkbox"/> Phone OR <input type="checkbox"/> Email	

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the Offeror ☐ HAS or ☐ HAS NOT complied with these instructions and City Code Chapters 2-9A/B/C/D, as amended.

Reviewing Counselor

Date

I have reviewed the completing the Subcontracting/Sub-Consultant Utilization Plan and ☐ Concur ☐ Do Not Concur with the Reviewing Counselor's recommendation.

Director/Assistant Director or Designee

Date



**ADDENDUM
AUTOMATIC DOOR MAINTENANCE, REPAIR, REPLACEMENT, AND INSPECTION
CITY OF AUSTIN, TEXAS**

Solicitation: IFB 5000 JOG1022

Addendum No: 1

Date of Addendum: 10/19/2021

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Additional Information:

Pre-Offer Conference Meeting Attendance is attached.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

Shawn Kovall
Name

Shawn M. Koval
Authorized Signature

11/2/2021
Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

PURCHASING OFFICE MEETING SIGN-IN SHEET

Solicitation Description: IFB 5000 JOG1022 Automatic Door Maintenance, Repair, Replacement, and Inspections Pre-Offer Conference

Meeting Date: 10/13/2021

Purchasing Office Point of Contact: Jo Gutierrez

Place/Room: TEAMS Meeting Teleconference Number: 1-512-831-7858, Conference ID: 371 821 435#

Please complete the below information

Name	Company/Agency/Dept.	Phone	Email	Address	Have you or do you expect to receive compensation for this meeting from your organization?
Jo Gutierrez	CoA - FSD	512-974-2827	Jo.gutierrez@austintexas.gov	PO BOX 1088 Austin, TX 78701	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
James, Marty	CoA - BSD				<input type="checkbox"/> Yes <input type="checkbox"/> No
Folco, Elisa	CoA - ACCD				<input type="checkbox"/> Yes <input type="checkbox"/> No
Mason, Mark	CoA - ACCD				<input type="checkbox"/> Yes <input type="checkbox"/> No
Faulk, Gene	CoA - PARD				<input type="checkbox"/> Yes <input type="checkbox"/> No
Rodriguez, Kelly	CoA - ACCD				<input type="checkbox"/> Yes <input type="checkbox"/> No
Morrison, Robert	CoA - PARD				<input type="checkbox"/> Yes <input type="checkbox"/> No
Robinson, Mike	CoA - Aviation				<input type="checkbox"/> Yes <input type="checkbox"/> No
Buechler, Brad	CoA - Aviation				<input type="checkbox"/> Yes <input type="checkbox"/> No
Butler, Lee	CoA - APL				<input type="checkbox"/> Yes <input type="checkbox"/> No
Weitzman, Craig	CoA - ACCD				<input type="checkbox"/> Yes <input type="checkbox"/> No

PURCHASING OFFICE MEETING SIGN-IN SHEET									
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Solicitation Description: IFB 5000 JOG1022 Automatic Door Maintenance, Repair, Replacement, and Inspections Pre-Offer Conference

Meeting Date: 10/13/2021

Purchasing Office Point of Contact: Jo Gutierrez

Place/Room: TEAMS Meeting Teleconference Number: 1-512-831-7858,
Conference ID: 371 821 435#

Please complete the below information

[illegible]



**ADDENDUM
AUTOMATIC DOOR MAINTENANCE, REPAIR, REPLACEMENT, AND INSPECTION
CITY OF AUSTIN, TEXAS**

Solicitation: IFB 5000 JOG1022 Addendum No: 2 Date of Addendum: 10/26/2021

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Changes to the solicitation due date as follows:

The offer due date is hereby extended until 2:00 PM Tuesday, November 2, 2021.

The offer opening date is hereby extended until 3:00 PM Tuesday, November 2, 2021.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

<u>Shawn Koval</u>	<u><i>Shawn M. Koval</i></u>	
Name	Authorized Signature	Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

ATTACHMENT A

City of Austin Automatic Door Locations

No.	Austin Convention Center	Address	Number of Doors	Type
1	Austin Convention Center	500 East Cesar Chavez, 78701	21	ADA/ Swinging/ Dock equipment
2	Palmer Events Center	900 Barton Springs Road, 78704	9	ADA/ Swinging/ Dock equipment
3	Marshalling Yard	838 Hwy 183	5	ADA/ Swinging/ Dock equipment
No.	Building Services	Address	Number of Doors	Type
1	City Hall	301 W 2nd street	6	Sliding
2	RLC	1520 Rutherford Ln	2	Sliding
3a	APD East Sub	812 Springdale Austin	2	Sliding
3b	APD East Sub	812 Springdale Austin	1	ADA/ Swinging
4	APD Police Headquarters	715 E. 8th St.	2	ADA/ Swinging
5	Technicenter	4201 Ed Bluestein	4	ADA/ Swinging
6	Muni-Courts	700 E 7th St.	1	ADA/ Swinging
7	East Austin Neighborhood Center	211 Comal St	2	ADA/ Swinging
8	Muni-Building	124 W 8th St.	1	ADA/ Swinging
9	Blackland Neighborhood Center	2005 Salina St.	1	ADA/ Swinging
10	Rosewood Zaragosa Neighborhood Center	2800 Webberville Rd.	1	ADA/ Swinging
11	South Austin Neighborhood Center	2508 Durwood St.	1	Sliding
No.	Austin Public Library	Address	Number of Doors	Type
1	Carver	1161 Angelina St	1	Sliding
2	Central	710 W Cesar Chavez St	6	ADA/Sliding
3	Cepeda	651 N. Pleasant Valley Rd	1	Sliding
4	History Center	810 Guadalupe St	0	Sliding
5	Howson	2500 Exposition Blvd	0	Sliding
6	Little Walnut	835 W Rundberg Ln	2	Sliding
7	Milwood	12500 Amherst Dr	1	Sliding
8	Menchaca	5500 Menchaca Rd	2	Sliding
9	North Village	2505 Steck Ave	1	Sliding
10	Oak Hill	5125 Convict Hill Rd	1	Sliding
11	Old Quarry	7051 Village Center Dr	1	Sliding
12	Pleasant Hill	211 E. William Cannon Dr.	1	Sliding
13	Ruiz	1600 Grove Blvd	2	Sliding
14	Southeast	5803 Nuckols Crossing Rd	3	Sliding
15	St. John's	7500 Blessing Ave	0	Sliding
16	Spicewood	8637 Spicewood Springs Rd	2	Sliding
17	Terazas	1105 E. Cesar Chavez St	1	Sliding
18	Twin Oaks	1800 S. Fifth St	2	Sliding
19	University Hills	4721 Loyola Ln	0	Sliding
20	Willie May Kirk	3101 Oak Springs Dr	3	Sliding
21	Windsor Park	5833 Westminster Dr	1	Sliding
22	Yarborough	2200 Hancock Dr	1	Sliding
23	Zaragosa	635 N. Pleasant Valley Rd	0	Sliding
24	Faulk	800 Guadalupe St	4	Sliding
No.	Austin Water	Address	Number of Doors	Type
1	Waller Creek Center	625 East 10th Street	4	ADA/ Swinging/ Dock equipment
2	Hornsby Bend	2210 South FM 973	1	ADA/ Swinging/ Dock equipment
3	Walnut Creek	7113 FM 969	1	ADA/ Swinging/ Dock equipment
4	Ullrich WTP	1000 Forest View Dr	1	ADA/ Swinging/ Dock equipment
No.	Parks and Recreation Dept.	Address	Number of Doors	Type
1	Alamo Recreation Center	2100 Poquito	1	Swinging
2	Carver Museum	1165 Angelina	2 Sets	Swinging
3	PARD Annex B Aquatics	2818 San Gabriel	1	Swinging
4	PARD Main Office	200 S.Lamar	2	Swinging
5	Dougherty Cultural Arts Center	1110 Barton Springs	1	Swinging
6	Asian American Resource Center	8401 Cameron Rd.	2	ADA/Sliding - LCN
7	Danny G. McBeth Recreation Ctr.	2502 Columbus Drive	1 Set	Sliding
8	Dove Springs Recreation Center	5801 Ainez Dr.	4	Swinging
9	Givens Recreation Center	3800 E. 12th St.	1 Set	Swinging
10	Rosewood Recreation Center	2300 Rosewood Ave.	1 Set	Swinging
11	Conley-Guerrero Sr. Activity Center	808 Nile St.	2 Sets	Sliding
12	Pickfair Park Firestation	10904 Pickfair Dr.	1	Swinging
13	Senior Citizens Activity Center-Lamar	2874 Shoalcrest Ave.	1 Set	Sliding
14	South Austin Senior Activity Center	3911 Manchaca RD	1 Set	Sliding
15	Gus Garcia Recreation Center	1201 E.Rundburg	2	Swinging
16	McBeth Recreation Center	2401 Colombus Dr.	1 Set	Sliding
17	Montopolis Rec. Center	1200 Montopolis Dr.	2 Sets	Swinging
18	Dittmar Rec. Center	1009 W. Dittmar Rd.	2 Sets	Swinging
19	South Austin Rec. Center	1100 Cumberland Rd.	1 Set	Swinging
No.	Aviation Department	Address	Number of Doors	Type
1	Austin Bergstrom International Airport / BJT	3600 Presidential Blvd.	30 Sets of 2	ADA / Sliding

ATTACHMENT B

ACCD Contractor or SubContractor Access Requirements

Authorized ID and access to those acting as a Contractor or Contractor's Subcontractor who are providing services at Austin Convention Center Department (ACCD) must adhere to the security requirements defined below. Violation of the applicable requirements below may result in the Contractor or its Subcontractor to be removed from ACCD facility or property.

1. Other than ACCD and in-house contractor employees, and unless other arrangements are made with the Contract Manager, persons conducting business with Austin Convention Center (ACC) are required to enter through the service entrance at the pedestrian gate on Red River St. and check-in at the Security Check-In inside the service yard or with the Security Operations Center. Persons arriving at ACC may also enter through the Administrative Offices entrance on Cesar Chavez Street. Persons conducting business with Palmer Events Center (PEC) are required to enter through the garage service entrance and check-in with the PEC Security Operations Center or PEC Administrative Offices. Any other means of access entry into the facilities are unauthorized.
2. Contractors, Contractor's Subcontractors or others who are providing services at ACCD shall be issued Temporary Badge/Access, which may be an ACCD Photo or Non-Photo ID Badge.
3. All persons not directly escorted by an ACCD employee must clearly display an access/ID device while on ACCD facility premises.
4. Use of ACCD access/ID devices to access any part of ACCD facilities for non-business purposes (events, shows, etc.) is prohibited.
5. Any ACCD employee may check an individual's status or contact Security Operations Center whenever observing person(s) in non-public areas of ACCD facilities who are not being directly escorted by an ACCD employee or who are not displaying any required access/ID devices.
6. Restricted areas of the facility with signs stating "Authorized Personnel Only", "Restricted Access", "Client Access Only" or "No Access" are off limits to all persons except those authorized.
7. Unless authorized by ACCD Management, exterior access into ACCD facilities using keys is prohibited.
8. Under no circumstances shall any person issued an access/ID device, allow another person entry into any ACCD facility using their access/ID device. This includes "piggy-backing" through access doors or gates. Any person with an ACCD ID badge or access device who allows another person to enter using their access privileges should bring the person directly to the Security Operations Center to be checked-in.
9. Due to security and safety concerns, Contractors and Contractor's Subcontractors conducting business at ACCD, are not allowed to walk through the open service yard vehicle gates to enter or exit the service yards. Entry and exit should be by way of the designated pedestrian gates and walkway using appropriate access/ID devices and check-in procedures.
10. Pedestrian traffic through ACCD's service yards and exhibit halls is restricted to authorized persons during event/show move-in and move-outs. Children under seventeen (17) are prohibited from ACCD service yards and exhibit halls during move-in and move-outs.
11. During periods where there is no move-in or move-out traffic in the service yards, only persons with legitimate business needs are allowed into the service yards.
12. Temporary badge/access devices issued to contractors, subcontractors or temporary workers must be returned to the Security Operations Center at the completion of the ACCD work assignment. Non-photo temporary badges must be returned at the end of the employees work shift/assignment. Failure to return temporary badges/access devices at the completion of work assignments may lead to future ACCD facility access restrictions.



Austin Water

FACILITY SECURITY PROCEDURE FOR CONTRACTORS

SP-1070

**Austin Water
Water and Wastewater Treatment Plants,
Water Pump Stations and Reservoirs, and Lift Stations
Service Centers and Administration Buildings**

Facility Security Procedure for Contractors**SP-1070****Revision Record**

Version	Date	Description- Affected Pages	Approved By
1	16 Sept 2014	Updated, included all facilities All pages	Rick Verardi Security Mgr.
2	16 Sept 2018	Updated decal issuing/valid dates	Rick Verardi Security Mgr.
3	24 Oct 2019	Updated Escorted access, removed decal, added ID Badges	Rick Verardi Security Mgr.

FACILITY SECURITY PROCEDURE FOR CONTRACTORS**SP-1070****Table of Contents**

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1 SECURITY POLICY

Paramount to the Austin Water is:

- The production and delivery of adequate supply of safe drinking water to all customers
- Uninterrupted collection of wastewater, without spills, and
- Adequate processing of wastewater to be safely returned to the environment.

The Utility shall provide high quality physical security at all its facilities and shall initiate, implement, enforce, and update as needed, specific rules and procedures to protect property, personnel, equipment, and material against unauthorized entry, trespass, damage, sabotage, or other acts that might threaten the security of essential facilities, the quality of the drinking water, or the quality of treated wastewater.

2 SECURITY PROCEDURE

2.1 PURPOSE

The purpose of this Procedure is to provide Contractors and Subcontractors with standard operating methods, directives and instructions in accordance with the Utility's mission to protect its assets.

2.2 SECURITY PROCEDURE MAINTENANCE

The maintenance and updating of this Facility Security Procedure is the responsibility of the Security Manager with input from the Treatment Program Division Managers and Facilities Management.

This Facility Security Procedure will be reviewed and updated at least yearly. A record of all revisions will be maintained at the front of all copies.

2.3 RESTRICTED AREA ACCESS POLICY

2.3.1 Unescorted Access

Unescorted access is granted to contractors that have completed the "Application for Authorization to Enter Secured Austin Water Facilities" (Appendix B) and clear the background security check. An Austin Water technology badge or identification badge will be issued.

2.3.2 Escorted Access

Escorted access is allowed provided an Austin Water employee physically escorts the visitor and is present with the visitor at all times. Contractors scheduled to work on site are **NOT** eligible for Escorted Access while working on site and must apply for Unescorted Access (see 2.3.1 above).

The exception for escorted access is for those that will be on site for a short period of time, usually under one hour, such as deliver drivers. All others on site must have an escort.

In the event of an unplanned facility emergency that requires an immediate response from a contractor, that contractor may be granted temporary access to the facility. The contractor must be met at the facility entry point by an Austin Water employee escort, must sign the visitor guest log (which will include the name of AW employee escorting the contractor), and must remain in the presence of the escorting AW employee for the duration of the visit.

2.4 CONTRACTOR'S BASIC SECURITY RESPONSIBILITIES

2.4.1 Read-and-Follow Requirement

All Contractors and Subcontractors shall read and follow this Procedure. The Contractor's Project Manager and Site Superintendent, and all Subcontractors' on-site Supervisors will be required to sign the "" (Appendix A) attesting to the fact that they have read and understood this Procedure. The "Contractor's Acknowledgement" signed by the Contractor's Project Manager and Site Superintendent shall be delivered to the Utility at the Pre-construction Conference, and before any access is permitted to the work site. The "Contractor's Acknowledgement" signed by the Subcontractors' Project Managers and Site Supervisors will be delivered to the Utility at least **two (2) weeks** before the Subcontractor requires access to the site.

All Contractor's and Subcontractors' employees are expected to be thoroughly knowledgeable in the contents of this Procedure. Contractors and Subcontractors shall instruct their employees on the provisions and requirements of this procedure and shall emphasize the importance of their compliance. **Any person's failure to follow any of the provisions or requirements of this Procedure shall be removed from the job site and lose access privileges.**

2.4.2 Basic Security Functions

The basic security functions of Contractors and Subcontractors shall center on the protection of water and wastewater quality, personnel, and the Utility and Contractors' property. These basic functions will involve securing and monitoring the project site, controlling access, preventing unlawful entry, unlocking and locking buildings, and enforcing Utility rules, policies, procedures and directives.

Contractors and Subcontractors shall provide deterrence against fire, theft, vandalism, and trespass and shall assist in the elimination of safety hazards and security breaches. In some cases, Contractors and Subcontractors will be called upon to assist in the detection and detention of persons guilty of trespassing on or committing offenses on Utility property. Uniformed officers from the Austin Police Department and local Sheriffs' Departments shall provide the enforcement support for criminal acts committed on Utility property.

Contractors and Subcontractors shall accurately report and record all transgressions and incidents.

2.5 APPLICATIONS FOR AUTHORITY TO ENTER FACILITIES, BACKGROUND SECURITY CHECKS AND IDENTIFICATION BADGES

2.5.1 Applications for Authority to Enter Facilities

The Contractor shall submit an "Application for Authorization to Enter Secured Austin Water Facilities" (Appendix B) for each of their employees and their Subcontractors' employees before that employee is allowed to enter the project site. All information requested on the application shall be provided, including required signatures. Each application submitted shall be an original document. Copies or facsimiles are not acceptable.

Each application shall be accompanied by a complete background security check. Each employee's application and background security check shall be submitted at least **five (5) working days** prior to the first day that employee is to work on the secured site to allow for adequate review of the documents. Each background check submitted shall be an original document. Copies or facsimiles are not acceptable.

2.5.2 Background Security Checks

The Contractor shall submit a "Criminal History Records Check Disqualifying Criminal Offenses" (Appendix C) and provide a current **fingerprint based** background security check for each of their employees and their Subcontractors' employees, submitted along with the "Application for Authorization to Enter Secured Austin

Water Facilities” (Appendix B). The background check must be performed by either the United States Federal Government (FBI) or the Department of Public Safety from the employee’s home state (the state in which the employee resides and from whom they obtained their driver’s license or identification card). The background security check for a non-US citizen shall be performed by their native country’s national law-enforcement agency (e.g. a Canadian citizen shall submit a background check performed by the Royal Canadian Mounted Police).

The results of each background check shall be dated and submitted as an original, certified official document from the agency performing the check, and shall bear all appropriate letterheads, seals, and signatures. The background check shall clearly indicate the agency performing the check and include their address and telephone number. Background checks performed less than one year prior to the subject Contract’s Notice-to-Proceed will be acceptable. The results of background checks may be audited at any time.

2.5.3 Security Identification Badges

Austin Water utilizes two methods of Security ID Badges

ID Badge: This badge is issued to contractors working at a facility that require access to the facility grounds via the entrance gate. An example would be long term contractors. Badges are given an **expiration date** set to expire at a date determined by Security Management. Badges are issued for a maximum of two years.

Technology Badge: This badge is issued to contractors working at a facility that require access to secured buildings on an AW site. Examples are the cleaning crew, security guards, and contractor superintendents supervising multiple job sites. Badges are given an expiration date set to expire at a date determined by Security Management. Badges are issued for a maximum of two years. **Technology Badges are issued at the discretion of Security Management.**

Authorization to enter protected facilities and the issuing of an ID Badge or Technology Badge shall require a review of the background security check and approval from Security Management.

A new background check is required prior to the issuance of another Badge after the previous one expires.

2.5.4 Identification Badge Control and Handling

All personnel on the job site shall maintain the Security Identification Badge on their person at all times. The Badge should be displayed on their outer clothing in a clear manner. Arm band ID holders are acceptable.

Security Identification Badge holders will take reasonable care to protect their badge from unauthorized use. Badge holders will not allow others to use their badge.

In the event that a Security Badge holder discovers that their badge has been lost, the badge holder shall immediately report the loss to the Contractor’s Site Superintendent, who will immediately report the loss to the AWU Project Manager, and to the AWU Plant Superintendent (at treatment plants) or the AWU Operation Manager at the South First Support Center (512-972-0502) (for pump stations and reservoirs).

2.5.5 Revoking Access Authorization

Authorization to enter and/or work on any Austin Water site is at the sole discretion of the Utility and may be revoked at any time.

Authorization to enter secured Utility sites shall be revoked immediately for the following reasons:

- The badge holder ends their employment with the Contractor or Subcontractor

- The badge holder allows another person to use their badge, or the badge holder permits, or allows another person without a badge to enter a secured site.
- The badge holder acts without authorization to defeat any security device at any secured site.
- The badge holder's actions (or inaction) result(s) in damage to Utility facilities or threaten(s) the quality of the drinking water.
- The badge holder has been involved in a criminal action on site and has been determined as a threat to any persons or property at this site.

Personnel in the following positions may revoke Access Authorization:

- AWU Director and Assistant Directors for Treatment and for Engineering
- AWU Division Heads, Plant Superintendents, and Supervisors in the Treatment Program Area
- AWU Security Manager
- AWU and Consultant's Project Managers
- City of Austin Public Works Project Managers
- Contractor's Project Manager and Site Superintendent

If a person in one of the positions listed above ever believes that another person's Access Authorization should be immediately revoked to eliminate or mitigate a threat to site security or the security of the water, they shall contact the Project Manager or the Contractor's Site Superintendent. The badge shall be taken from the person and they shall be escorted from the work site.

2.6 FACILITY SECURITY AND ACCESS CONTROL

2.6.1 Access to Facilities

Access to Utility facilities shall be limited to:

- City of Austin Public Works or Austin Water employees who possess appropriate unescorted access authorization by the Utility and have a valid Security Identification Badge.
- Contractor's and Subcontractors' employees who possess appropriate access authorization(s) and possess and wear a proper Utility-authorized Security Identification Badge. All Contractor's and Subcontractors' employees will follow Utility procedures while on the site.
- Contractor's or Subcontractors' supplier delivery personnel. Delivery personnel may be permitted access to complete material deliveries and will not be required to obtain a Security Identification Badge. Delivery personnel shall be closely escorted within the secured site by the Contractor's Site Superintendent and shall be permitted access only for the time required to unload the material being delivered. Under no circumstances will any delivery personnel be allowed to remain on site for longer than one hour. If delivery of any material or equipment is projected to require more than one hour's time, an "Application for Authorization to Enter Secured Water Treatment Facilities", complete Background Security Check, and Security Identification Badge will be required for all personnel associated with making that delivery.
- Visitors who have been authorized in advance, in writing, by the Plant Superintendent or Division Manager. (Persons who perform work on the site or deliver equipment or materials to the site are not considered to be visitors) Visitors who have been authorized such access must be closely escorted within the Utility facility by a Utility employee who possesses the appropriate access authorization and Security Identification Badge. The Entry gate guard staff shall maintain a Visitor Register to record all visits. The Visitor Register shall record the name of each visitor, their employer, date of the visit, arrival and departure times, the purpose of visit and the name of the escort. This Visitor Register shall be made available at every project progress meeting and shall be delivered to the Utility Project Manager at the

end of the project. Visitors do not require an ID badge. Contractors are not eligible for access to the facility as a visitor except for pre-bid meetings.

2.6.2 Site Security Requirements

All Utility facilities shall be kept secure at all times. The following provisions, at a minimum shall be maintained:

- An eight-foot high perimeter fence shall be maintained without gaps or holes, with gate(s) locked with a tempered chain and padlock. A security guard may also be employed if desired by the Contractor or required by other sections of the Contract.
- All perimeter door(s) (if present) shall be locked and alarmed.
- Other installed security devices (if present) such as motion detectors, fence monitors and CCTV cameras shall be operational.
- All classified material (if present) within shall be properly stored.

During the Contractor's working hours, the Contractor's Site Superintendent shall maintain an active cellular telephone to enable the Utility's Plant Superintendent or the Central Security Operator to contact him/her in the event that a security alarm is triggered on the job site. If an alarm is triggered and the Plant Superintendent or the Central Security Operator is unable to contact the Contractor's Site Superintendent to ascertain the reason for the alarm, law enforcement officers will be summoned to the site.

At the beginning of each day that the Contractor or a Subcontractor performs work on a pump station or reservoir site, a Supervisor authorized by the Contractor (and previously identified to the pump station or reservoir Central Security Operator) shall open the security gate to the site as follows:

- Place a telephone call to the Central Security Operator (512-972-0502) before unlocking the gate.
- Identify themselves and advise the Central Security Operator that they are at the site entrance, identify where on the site they intend to work, and advise that they are about to open the gate. The Central Security Operator will disarm any alarms that might be triggered by the gate opening or by employees working in the areas identified. The Central Security Operator will advise the Supervisor placing the call when the alarms are disarmed.
- Unlock the gate, enter the site, and lock the gate or post a guard to assure that only authorized personnel wearing required, proper Security Identification Badges may enter.

At the end of every work day at a pump station or reservoir site, when the last employee has left the job site, the Contractor's Site Superintendent shall place a call to the Central Security Operator to advise that everyone has left the site, that the security gate is locked, and that the alarms should be rearmed.

2.6.3 Combinations and Key Controls

Knowledge of the combination of locks and access to any keys will be limited to designated individuals assigned to work in the associated facilities. All combinations will be changed regularly at times designated by the Division Manager, and whenever it is suspected the combination has been compromised.

Facility keys are cut to fit a number of cylinders. If a key shared with the Contractor is lost, all similar lock cylinders, whether present on the site or off the site, will be re-keyed by the Utility, at the expense of the Contractor.

2.6.4 Operation of Access-Controlled Doors at Remote Facilities

Entry to all remote facilities will be coordinated with the Central Security Operator. Many facilities include an access-control door. An access-control door may be used by authorized Security Identification Badge holders for entry and exit using the following procedure:

Entry procedure:

1. Contact the Central Security Operator (512-972-0502) and request permission to enter. Hang up the telephone.
2. The CSO will call back the person requesting to enter (on their previously authorized number) and verify the request.
3. The CSO will unlock the door or request that the person's Security Identification Badge be presented to the exterior card reader.
4. Unlock the deadbolt (if present)
5. Enter PIN
6. Open door
7. Enter
8. Close the door

Exit procedure:

1. Press crash bar
2. Open door
3. Exit
4. Close the door
5. Lock the deadbolt (if present)
6. Contact the CSO and request that the door be locked, advise them that the site's alarms need to be re-armed
7. The CSO shall lock the door and re-arm all alarm devices
8. The CSO shall call back and ask the requestor to verify that the door is locked

2.6.5 Tailgating

Tailgating is the entry of multiple individuals through an access-controlled door or gate without closing the door (or gate) between entries. Tailgating is allowed by authorized ID Badge holders provided that each presents their badge to the card reader or person controlling access prior to entry. Tailgating by unauthorized individuals or anyone not possessing an authorized ID Badge is not allowed.

APPENDIX A:**CONTRACTOR'S ACKNOWLEDGEMENT
AUSTIN WATER
FACILITY SECURITY PROCEDURES FOR CONTRACTORS****PROJECT NAME:** _____**CIP/PROJECT NUMBER:** _____

By signing this document, I acknowledge that I have received a copy of the Austin Water **SP-1070 FACILITY SECURITY PROCEDURE FOR CONTRACTORS** and that I have read it and understand its contents. Furthermore, I agree to follow all the provisions contained therein.

CONTRACTOR: _____

PROJECT MANAGER:

Print_____
Signature

SITE SUPERINTENDENT:

Print_____
Signature**SUBCONTRACTOR:** _____

PROJECT MANAGER:

Print_____
Signature

SITE SUPERINTENDENT:

Print_____
Signature**SUBCONTRACTOR:** _____

PROJECT MANAGER:

Print_____
Signature

SITE SUPERINTENDENT:

Print_____
Signature

APPENDIX B:

APPLICATION FOR AUTHORIZATION TO ENTER SECURED AUSTIN WATER FACILITIES (CONTRACTOR EMPLOYEE)

Date of Application: ____ - ____ - ____ **Estimated Project End Date:** _____
mm dd yyyy

PROJECT: _____ **Cip /Proj No** _____

CONTRACTOR: _____

SUBCONTRACTOR: _____

SITE(S) TO BE ACCESSED: _____

APPLICANT: _____
Last Name First Name Middle Name

Job Title: _____

Home Address: _____
Street / Apt No.

City State Country Zip Code

Telephone Nos.: (____) ____ - ____ **Birth date:** ____ - ____ - ____
Home Work mm dd yyyy

Birth place: _____
City County State Country

Driver's License: _____
Number Class Exp Date (mm-dd-yr) Issuing State or Country

Signature: _____

SUPERVISOR: _____
Last Name First Name M.I.

Job Title: _____ **Work Telephone No.** _____

Signature: _____

AUTHORIZATIONS:

CONTRACTOR'S PROJECT MANAGER: _____
Print Sign

UTILITY'S PROJECT MANAGER: _____
Print Sign

SITE / DIVISION MANAGER: _____
Print Sign

AUTHORIZED FOR BADGE PREPARATION: _____
Security Management

Background Check Completed / Submitted: Date _____ ID Badge // TECH Badge Date Audited: _____

APPENDIX C:**Criminal History Records Check Disqualifying Criminal Offenses**

An individual has a disqualifying offense if the individual has been convicted of, or found not guilty of by reason of insanity, any of the disqualifying crimes listed in this paragraph in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

1	Felony involving burglary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	13	Murder.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Felony involving theft.	<input type="checkbox"/>	<input type="checkbox"/>	14	Assault with intent to murder.	<input type="checkbox"/>	<input type="checkbox"/>
3	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>	15	Espionage.	<input type="checkbox"/>	<input type="checkbox"/>
4	Felony involving possession or distribution of stolen property.	<input type="checkbox"/>	<input type="checkbox"/>	16	Rape or aggravated sexual abuse.	<input type="checkbox"/>	<input type="checkbox"/>
5	Aggravated assault.	<input type="checkbox"/>	<input type="checkbox"/>	17	Kidnapping or hostage taking.	<input type="checkbox"/>	<input type="checkbox"/>
6	Felony involving bribery.	<input type="checkbox"/>	<input type="checkbox"/>	18	Treason.	<input type="checkbox"/>	<input type="checkbox"/>
7	Terrorist threat.	<input type="checkbox"/>	<input type="checkbox"/>	19	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>
8	Armed or felony unarmed robbery.	<input type="checkbox"/>	<input type="checkbox"/>	20	Class A Criminal Mischief (500 or Above).	<input type="checkbox"/>	<input type="checkbox"/>
9	Felony involving willful destruction of property.	<input type="checkbox"/>	<input type="checkbox"/>	21	Criminal Trespass at Critical Infrastructure Facility.	<input type="checkbox"/>	<input type="checkbox"/>
10	Felony involving importation or manufacture of a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>	22	Burglary of Vehicle	<input type="checkbox"/>	<input type="checkbox"/>
11	Extortion.	<input type="checkbox"/>	<input type="checkbox"/>	23	Engaging in Organized Criminal Activity	<input type="checkbox"/>	<input type="checkbox"/>
12	Felony arson.	<input type="checkbox"/>	<input type="checkbox"/>	24	Conspiracy or attempt to commit any of the criminal acts listed on this page.	<input type="checkbox"/>	<input type="checkbox"/>

By signing below I certify that I do not have any of the above listed disqualifying criminal offenses.

Also signing below indicates my understanding that I have a continuing obligation under Title 49, CFR, Parts 1542.209 and 1544.229 to disclose to Austin Water within 24 hours if I plead guilty or nolo contendere ("no contest") to, have an adjudication withheld, have been convicted or found not guilty by reason of insanity to any of the disqualifying crimes listed on this application or the federal security regulations.

Also signing below indicates the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)

PRINT NAME

SIGNATURE

DATE